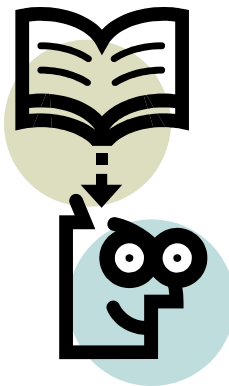


# PROCUREMENT TECHNICAL ASSISTANCE PROGRAM

GSA Quality Partnership Council

August 22, 2007



# What is PTAP?

- PTAP is the PROCUREMENT TECHNICAL ASSISTANCE PROGRAM.
- PTAC IS A CENTER UNDER THE PROGRAM.

# Hampton Roads PTAC

## ABOUT VIRGINIA PTAP

The PTAC Program is a Defense Logistics Agency cooperative agreement in which George Mason University has participated for more than 16 years.

Not-for-Profit Program. Funded by Defense Logistics Agency, Commonwealth of Virginia and other generated program revenue.

# Historical Perspective

- 1982 – 1984
- Congressional Mandate based on fraud waste and abuse found within the federal government during the period 1980-84.

The mandate was established:

- To improve competition
- Educate and assist business owners
- Enhance the Industrial Business Base

# Hampton Roads PTAC

The purpose of the program is to help businesses do business with government at the federal, state and local levels.

The GMU PTAP program became a statewide program commencing October 1, 2005, and now has centers in Charlottesville, Hampton Roads, Richmond, and Fairfax City. The Hampton Roads Center opened on November 1, 2005.

# Our Mission

- To generate employment and improve the general economy of a locality by assisting business firms in obtaining and performing under contracts from all federal agencies, along with state and local government contracts.
- To expand the industrial base of the DoD and other federal agencies by providing a link between the federal government, major prime contractors and small business firms.

# PTAP Services Provided

## Counseling –

- Provide at no cost counseling sessions to businesses to assist the firms as they negotiate the complexities of government contracting, from registering in various databases, i.e.. CCR, SBDS.
- Assist in Proposal reviews, completion of required government forms that support proposal submissions.
- to helping devise a successful marketing strategy. Emphasize special programs and niches that are available to small business, including SBA 8(a), SDVOSB, VOSB, and HUB zone.

# PTAP Services Provided

## Education-

- Offers educational seminars covering a variety of procurement topics.

(Most are provided at a nominal cost to the firm.)

- Topics include Marketing, Cost and Pricing, Understanding Indirect Labor Rates, Proposal Process, Responding to RFPs, How to Complete your GSA Schedule submission, etc.



# PTAP Services Provided

## Marketing –

- PTAP helps to research types of products and services procured from different governmental agencies.
- Provides web-based and other free resources such as agency forecasts and procurement events.
- Assist the client in the development of a Capability Presentation.

# PTAP Services Provided

## Bid Matching –

- For a small annual fee, (\$120) PTAP offers a computerized Bid Matching Service (BMS) to save the companies valuable time and money by locating federal, state, local, and foreign bid opportunities pertinent to your business. BMS is updated daily from FEDBIZOPPS, DLA and other databases.

# PTAP Services Provided

- Sponsor and coordinate Match Making events for Agencies, Activities, and Large Business Firms.
- Provide direct notification about upcoming Training / Procurement events that may be of interest to a business firms.
- A resource that a Business firm can go to with questions and concerns about Contracts.

# How Can PTAC Help Government Agencies

- Provide counseling and advise to the business before they knock on your door.
- Direct them to the right areas to market. Knowing which office is responsible for a specific type of good, service or commodity.
- Reviewing registration documents of the vendor (both for Federal and State), ensuring they are in compliance with the various laws and regulations.
- Make sure the business is qualified to perform the effort before a proposal/quote is submitted.
- Limit the number of e-mails and phone calls for the acquisition community.
- Provide contractor information to help in your market research.

# PTAC AND GSA

- Conduct joint training sessions with the local GSA office on the benefits of a GSA schedule.
- Assist in the determination that the client is choosing the Correct Schedule Number.
- Conducting training sessions on how to prepare a submission package.

# PTAC AND GSA

- Review Vendor's submission packages for compliance and completeness before being sent to the GSA office.
- Work with vendors to understand the Contract Bid and Award process after being issued a GSA schedule.
- Assist in the development of a marketing plan to the appropriate buying offices using GSA schedules.

# PTAC TEAM MEMBERS

*The George Mason University Procurement Technical Assistance Program team is comprised of prior Government Contracting Officers, Small Business Program Specialists, Quality Assurance Program Officers, and Training Specialists.*

# VIRGINIA PTAP

- Points of Contact

Fairfax:	Jim Regan, State Program Director Mary McGuire Kathy Montgomery Pat Peacock Wally Johnson
Newport News:	Joseph Moore Betty Gottschall
Chesapeake:	Linda Owen
Richmond:	Judy Mullen
Charlottesville:	Tom Miglas

phone: 757-719-1767      e-mail [jmooret@gmu.edu](mailto:jmooret@gmu.edu)